

Welcome Aboard!!

Transportation Incentive Program Outside the National Capital Region

www.fmo.navy.mil/services/tip.htm

Background

The Department of the Navy (DON), in compliance with Executive Order 13150 of 21 April 2000 and the Department of Defense (DOD) policy letter of 13 October 2000, implemented the Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR) effective July 2001. The program is intended to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Department of Transportation (DoT), on behalf of DOD, purchases and distributes transit vouchers and/or fare media to DON participants. For those areas **not** serviced by DoT, the DON Program Manager will approve the use of the SF-1164 (Claim for Expenditures on Official Business) as an alternative method for reimbursement.

Participants are eligible for reimbursement up to **\$100.00** per month in qualified mass transportation costs, not to exceed actual costs.

Eligibility Requirements

- All Navy and Marine Corps military members and DON civilian employees including Nonappropriated Fund (NAF) employees are eligible.
- Members of Reserve Components serving on active duty for more than 30 days are also eligible for the program. Reserve Component members who are performing active duty for 30 days or less are eligible under the SF-1164 reimbursement method.
- Contractors **do not** qualify for this benefit.

The following recognized mass transportation systems qualify for the benefit:

- Commuter Bus
- Commuter Train
- Subway/Light Rail
- Van Pool
- Ferry (foot passengers only)

*Carpools, motorcycles, bicyclists, airplanes, and/or walkers **do not** qualify for the benefit.*

Reimbursement Process/Distribution of Fare Media

Transit vouchers and/or fare media is distributed on a quarterly basis. Once your application has gone through the necessary processing stages and has been approved, DoT will either send the fare media to your installation/command POC via overnight mail, who will make the necessary arrangements to distribute to you, or will physically come to your site and distribute on location. Either way, your POC will provide you with the necessary instructions to obtain your fare media.

Your monthly commuting cost on public transportation is determined by calculating your daily commute cost and multiplying it times 21 average workdays per month. Parking fees cannot be included in the amount you claim for reimbursement. Enter the calculated total onto your application form, even if the total exceeds the \$100 maximum amount.

Important policies:

- The transportation fringe benefit program is a "benefit" **not** an "entitlement". Therefore, there is no retroactive reimbursement. Reimbursement begins upon enrollment.
- Prior to withdrawing from the program, you are required to return all unused fare media/vouchers to your POC.
- If the used fare media/vouchers exceed your departure date, the government must be reimbursed by Money Order made payable to the US Treasury and forwarded to the Office of Financial Operations for processing.
- Your command may require you to relinquish your parking pass while participating in this program. Parking pass policies are determined locally.
- You are required to submit an updated application when **1)** the amount you are claiming changes **2)** you transfer to another command **3)** any personal information changes **4)** your military status (Active/Reserve) changes
- Making a false, fictitious or fraudulent certification on the application is subject to criminal prosecution, Civil Penalty Action, and agency disciplinary action up to and including dismissal.

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**YOUR LOCAL COMMAND/INSTALLATION POINT OF
CONTACT (POC) FOR THIS PROGRAM IS:**

Name:	(enter POC name here)
Command/Installation:	(enter Command/Installation here)
Phone #:	(enter POC phone # here)
E-mail:	(enter POC e-mail here)
Local Transportation Web site(s):	(enter local Web site if applicable)

**DEPARTMENT OF NAVY PROGRAM COORDINATOR FOR
THIS PROGRAM IS:**

Name:	Brian Powell
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TIP Web site:	www.fmo.navy.mil/services/tip.htm